



MEGS+

Michigan Electronic Grants System *Plus*

Application User Manual for Child and Adult Care Food Program Centers

NOTE: This information was produced for prior application years. Please keep in mind to update the year where 2012 is mentioned.

<https://mdoe.state.mi.us/megsplus>

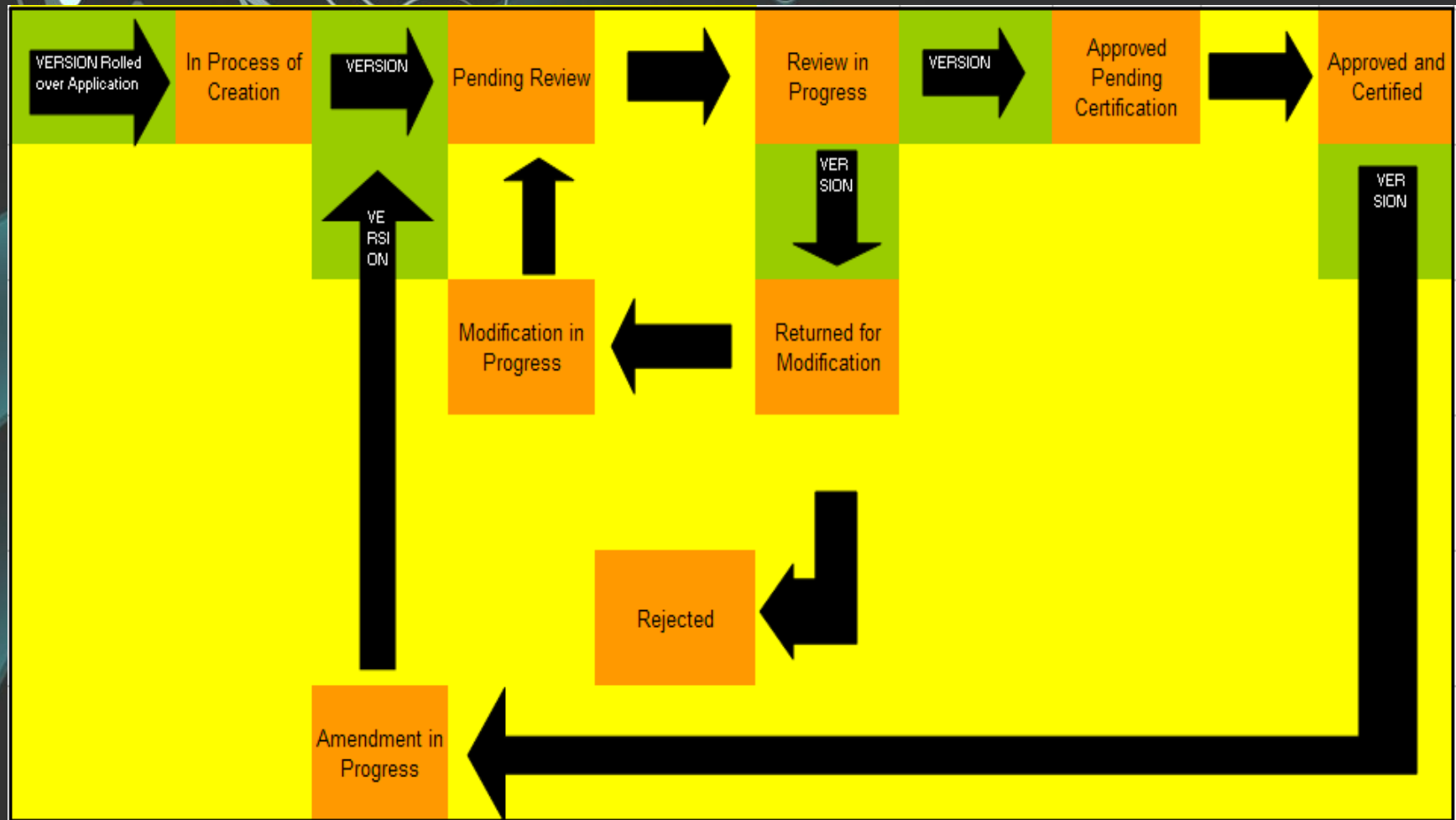
MEGS+ Needs and Advantages

Before: Child Nutrition Application Program (CNAP) - since 2003 -
Developed in Classic ASP and SQL Server 2000

Now: Michigan Electronic Grants System Plus (MEGS+)

- ❖ Keeping up with technology
- ❖ Better performance, better interface
- ❖ One integrated system
- ❖ Easy reporting through report servers

MEGS+ Centers Application Process Flow



Note: The process flow for Child Nutrition Applications has NOT changed.

MEGS+ Translation Guide

Comparison of terminology in CNAP and MEGS+

CNAP Terminology	MEGS+ Terminology
Initiate an Application	View Available Applications/Tasks
Add Users	Agencies/Agency Contacts/ New Contacts
Submit Application Button on Main Menu	Change the Status link on Application Menu
Modify Application Button on Home page	Change the Status link on Application Menu
Amend Application Button on Home page	Change the Status link on Application Menu
Delete Application Button on Home page	Delete feature not available
Add a Site, Edit, Save	Add a Site, Save, Edit Site from Site listing
Create a PDF Request (Overnight creation)	Create Instant PDF
Scrolling through a list of forms (Next, Previous)	Links to Related forms

MEGS+ Home Page

To reach the MEGS+ Home Page (log in screen):

- Go to the MEIS homepage (shown on left) at <http://www.michigan.gov/meis>.
- Click on the link for Michigan Electronic Grants Systems Plus (MEGS+).
- The screen below should appear. Enter your username and password.
- NOTE: If you already have a login username and password with CNAP, they will also work to log in to MEGS+

Michigan Department of Education
Michigan.gov
An Official State of Michigan Web Site

Michigan.gov Home | MDE Home | Site Map | FAQ | Contact MDE | Keywords | Online Services

Search

MI Business One Stop
Departments/Agencies
Online Services
Surveys
RSS Feeds

MDE Quick Links
• Contact MDE
• Michigan eLibrary (MeL)
• MI Online Resources for Educators
• ISD Financial Reports
• Notices & Public Comments
• Directory of Schools
• No Child Left Behind
• Recognition Programs
• Family Fundamentals Pre K-3 Learning Activities

Superintendent's Podcast
twitter
Find us on Facebook
SBE Meeting Videos

MEIS User Management v1.4

MEIS To use any of the MEIS applications below you must have a MEIS account. To request to obtain, verify or remove a MEIS account, click on the MEIS logo (to the left). Please use the "Jump to Category" drop down (or scroll down) to locate and open your application.

Jump to a category... Go

MEIS Data Submission Applications

Mich Online Educator Certification System (MOECS)

- Michigan Online Educator Certification System

Authorization Information

- [Create an MEIS Account](#)
- [MEIS Authorized User Removal Request](#) PDF
- [Verifying Your MEIS Authorized Users](#)

Adequate Yearly Progress and Education YES!

- **Michigan School Report Card**
The Michigan School Report Card is designed to provide parents, teachers, school administrators and the general public with a comprehensive view of school performance and student achievement.
> [More](#)
- [AYP Security Agreement](#) PDF

Cash Management System (CMS)

- [Podcast: CMS Overview Video](#)
- [Cash Management System \(CMS\)](#)

Child Nutrition Programs (CNP)

- **Program Applications** [edit](#)
 - [Michigan Electronic Grants System Plus \(MEGS+\)](#)
 - [Child Nutrition Application Program \(CNAP\)](#)
- **Claim Forms**
 - [Child and Adult Care Food Program \(CACFP\) - SM-4213-C](#)
 - [Schools Meals Program - SM-4012-SL](#)
 - [Summer Camp Special Milk Program - SM-4012-SC](#)
 - [Summer Food Service Program \(SFSP\) - SM-4012-SF](#)
 - [Child and Adult Care Food Program \(CACFP\) - FDCHClaims](#)
- [Year End Report School Meals Program - SM-4012-A/R](#)
- [LEARS-Verification Summary Report](#)
- [MIND Michigan Nutrition Data System](#)
- [Child Nutrition Program Security Agreement](#) PDF

Michigan Department of Education
Michigan.gov
An Official State of Michigan Web Site

Michigan.gov
IntelliGrants Home | Grant Portal Home

MEGS+ Home | Contact MDE | MDE Home

Login

Username

Password

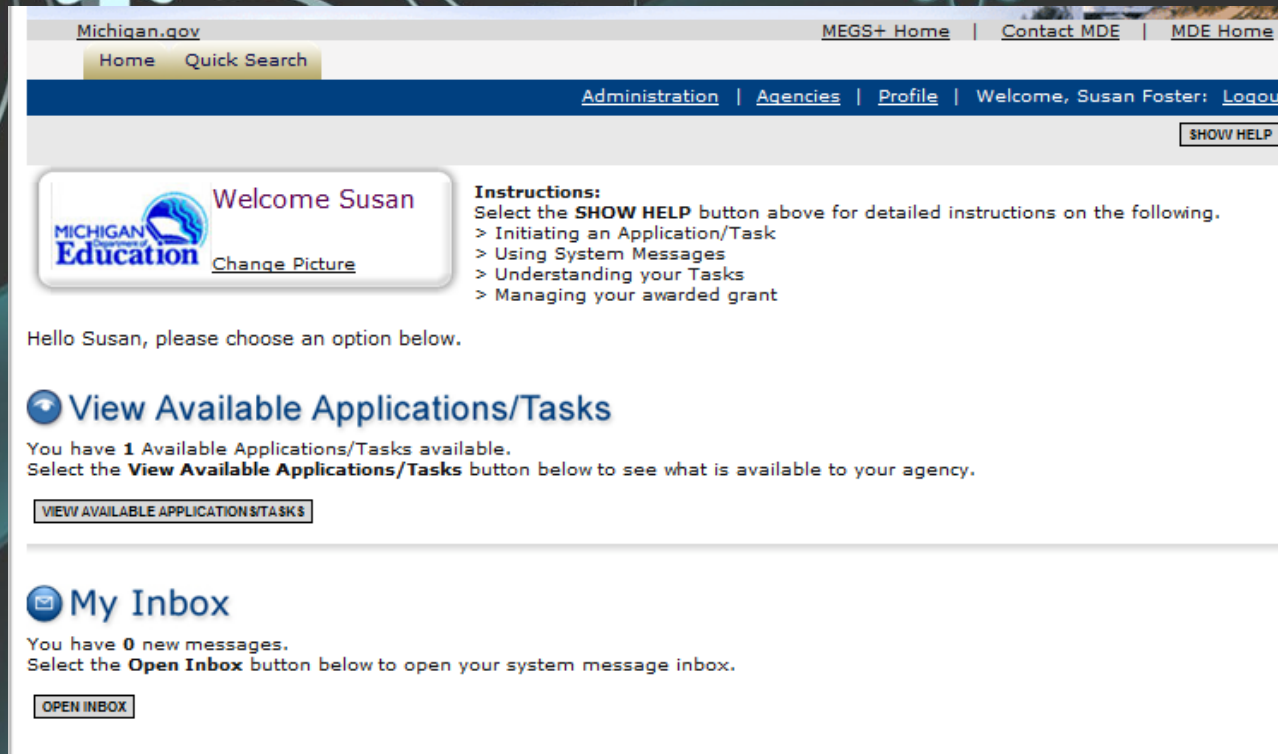
[LOGIN](#)

Welcome to the Michigan Electronic Grants System, MEGS+.

This system allows Michigan's schools to create, manage, submit, track, and amend their grant applications. Please type your **Username** and **Password** in the text boxes and click the **"Login"** button to begin using MEGS+.

If you forgot your **password** or **username**, please visit:
cepi.state.mi.us/MEIS/Login.aspx

MEGS+ Home Page



The screenshot shows the MEGS+ Home Page for a user named Susan. The page has a navigation bar with links for Home, Quick Search, Administration, Agencies, Profile, and a Welcome message for Susan Foster with a Logout link. A 'SHOW HELP' button is also present. Below the navigation bar, there is a 'Welcome Susan' section with the Michigan Department of Education logo and a 'Change Picture' link. To the right of this, there are 'Instructions' for using the system, including links for initiating applications, using system messages, understanding tasks, and managing awarded grants. Below the instructions, a message says 'Hello Susan, please choose an option below.' There are two main sections: 'View Available Applications/Tasks' and 'My Inbox'. The 'View Available Applications/Tasks' section indicates that there is 1 available application/task and provides a button to view them. The 'My Inbox' section indicates that there are 0 new messages and provides a button to open the inbox.

Michigan.gov | MEGS+ Home | Contact MDE | MDE Home

Home | Quick Search

Administration | Agencies | Profile | Welcome, Susan Foster: Logout

SHOW HELP

Welcome Susan

MICHIGAN Department of Education | Change Picture

Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.
> Initiating an Application/Task
> Using System Messages
> Understanding your Tasks
> Managing your awarded grant

Hello Susan, please choose an option below.

View Available Applications/Tasks

You have **1** Available Applications/Tasks available.
Select the **View Available Applications/Tasks** button below to see what is available to your agency.

VIEW AVAILABLE APPLICATION/TASKS

My Inbox

You have **0** new messages.
Select the **Open Inbox** button below to open your system message inbox.

OPEN INBOX

View Available Applications/Tasks

- Used to initiate.
- Option will only appear if you have applications/tasks to initiate.

My Inbox

- Emails generated automatically by MEGS+ may be visible here in addition to your normal email account.

My Applications/Tasks

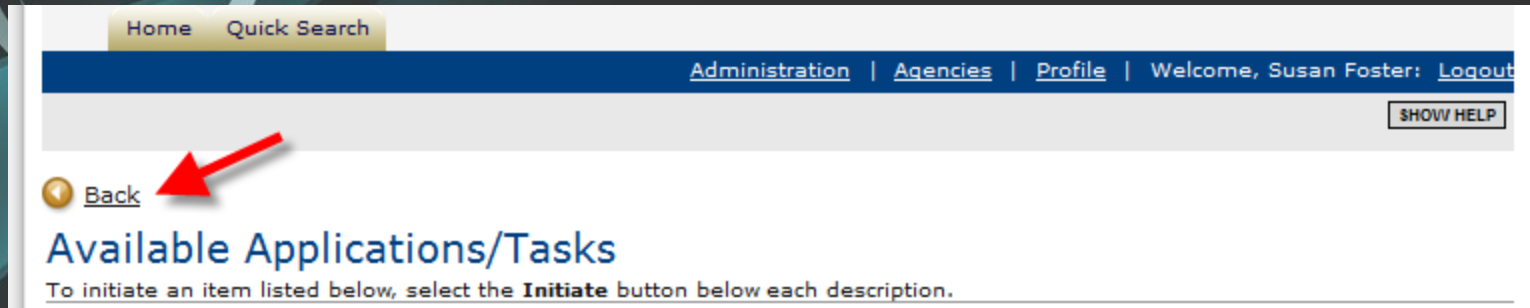
- Depending on security access level and your stage in the application, you may see an area titled, 'My Application/Tasks'.
- **After initiating an application/task, check here FIRST for any pending actions.**



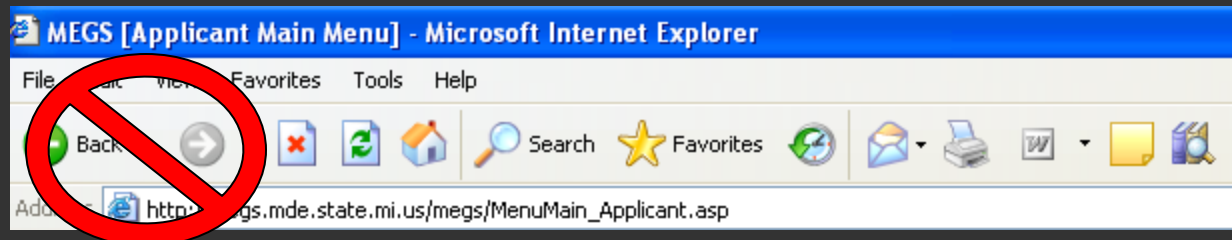
MEGS+

Avoid Back and Forward

- It is highly recommended that users use the navigation provided within the application.

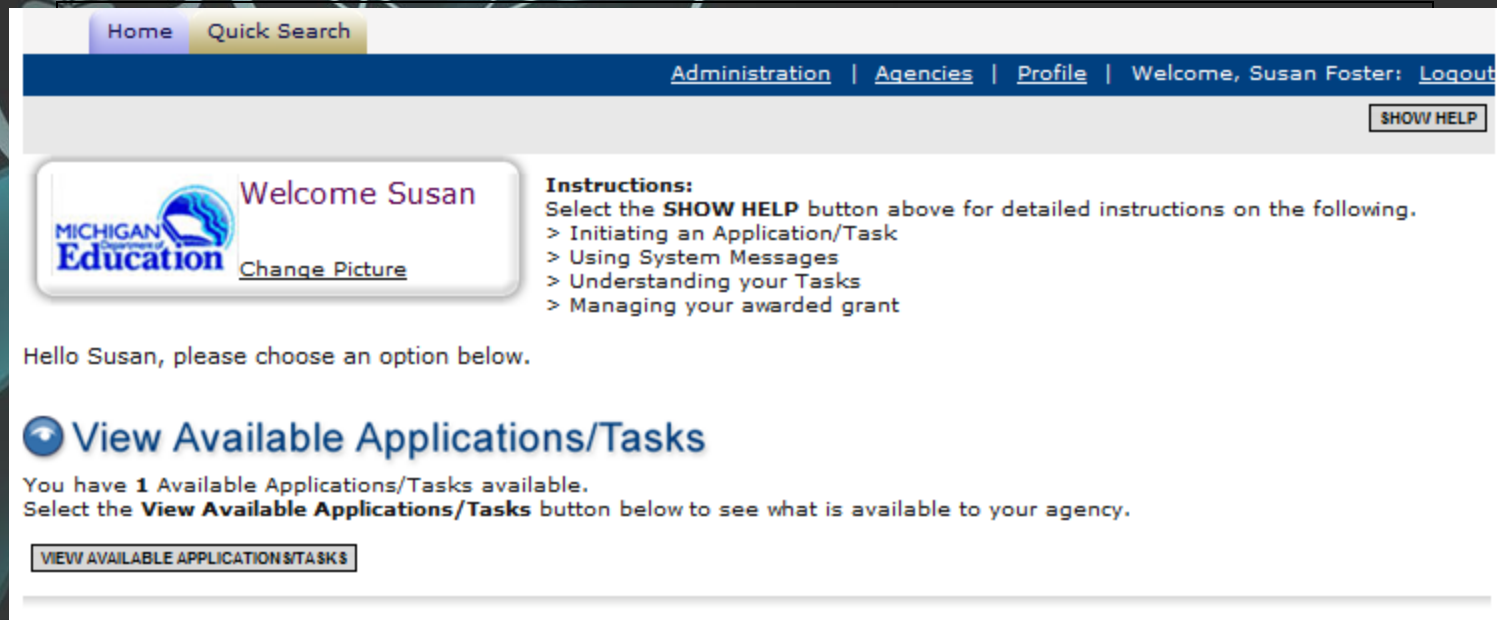


- The browser's **Back** button will simply load the cached (or saved) version of the page that exists on the local hard drive as it was the last time the page was accessed.
- By using the browser's **Back** button, the user is not getting the latest information from the website, but rather an "older" saved version of the page.
- Avoid the **Back** and **Forward** buttons in order to always see the latest information.



MEGS+ Home Page

Initiate an Application/Task (Level 3)



The screenshot shows the MEGS+ Home Page interface. At the top, there is a navigation bar with links for [Home](#), [Quick Search](#), [Administration](#), [Agencies](#), [Profile](#), and a welcome message for Susan Foster with a [Logout](#) link. A [SHOW HELP](#) button is also present. Below the navigation bar, there is a section for Susan Foster with the Michigan Department of Education logo, a [Change Picture](#) link, and a list of instructions: **Instructions:** Select the **SHOW HELP** button above for detailed instructions on the following. > Initiating an Application/Task > Using System Messages > Understanding your Tasks > Managing your awarded grant. Below this, a message says "Hello Susan, please choose an option below." and a large blue button labeled **View Available Applications/Tasks**. Underneath, it states "You have 1 Available Applications/Tasks available." and "Select the **View Available Applications/Tasks** button below to see what is available to your agency." At the bottom, there is a button labeled [VIEW AVAILABLE APPLICATIONS/TASKS](#).

- Select **View Available Application/Tasks**.
- Options available, if any, dependent upon program requirements and user's security level.

MEGS+ Home Page

Initiate an Application/Task (Level 3)

- Click the **Initiate** button.

Available Applications/Tasks

To initiate an item listed below, select the **Initiate** button below each description.

CNP: Child And Adult Care Food Program - Centers (CACFP-2012) for Michigan Child Care Centers, Inc.

Offered By:

GCSS: Nutrition

Description:

INITIATE

- Follow the prompts to confirm.

Agreement

Please make a selection below to continue.

Are you sure you wish to apply for this grant?

I AGREE

I DO NOT AGREE

MEGS+ Home Page

My Inbox

Michigan.gov MEGS+ Home Contact MDE MDE Home

Home Quick Search

Administration Agencies Profile Welcome, Susan Foster: Logout

SHOW HELP

Welcome Susan

MICHIGAN Education Change Picture

Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.
> Initiating an Application/Task
> Using System Messages
> Understanding your Tasks
> Managing your awarded grant

Hello Susan, please choose an option below.

View Available Applications

You have 1 Available Applications.
Select the **View Available Applications** button below.

VIEW AVAILABLE APPLICATION/TASKS

My Inbox

You have 0 new messages.
Select the **Open Inbox** button below.

OPEN INBOX

My Inbox

You have 1 new messages.
Select the **Open Inbox** button below to open your system message inbox.

OPEN INBOX

My Inbox

Sort inbox messages by: -- Select -- GO | View All System Messages

<input type="checkbox"/>	Priority	Sender	Subject	Date/Time
<input type="checkbox"/>		DeYoung, Mr. Andrew	MEGS+ Training	3/4/2011 9:17:53 AM

Drag Here

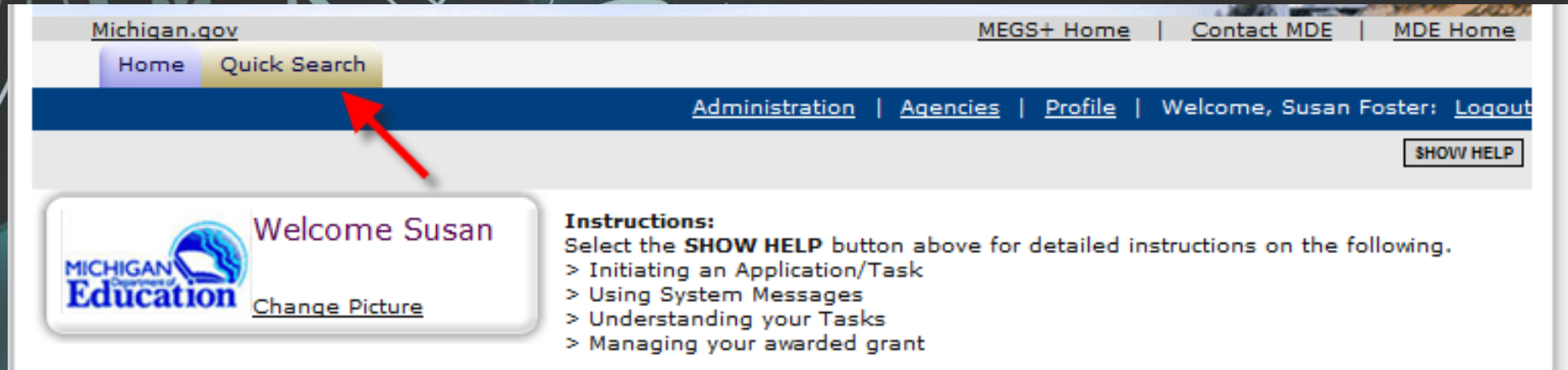
Priority	Sender	Subject	Date/Time
	DeYoung, Mr. Andrew	MEGS+ Training	3/4/2011 9:17:53 AM

MEGS+ Training Coming Soon To A Theater Near You!

CLOSE REPLY

- Some messages for user's action may appear here.
- May also be received in user's normal email account.

MEGS+ Home Page




The screenshot shows the MEGS+ Home Page. At the top, there is a navigation bar with links: Michigan.gov, MEGS+ Home, Contact MDE, and MDE Home. Below this is a secondary navigation bar with Home and Quick Search. A red arrow points to the Quick Search button. The main content area features a welcome message for Susan Foster, a 'SHOW HELP' button, and a list of instructions for using the system.

Michigan.gov | MEGS+ Home | Contact MDE | MDE Home

Home | Quick Search

Administration | Agencies | Profile | Welcome, Susan Foster: Logout

SHOW HELP

 **Welcome Susan**
[Change Picture](#)

Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.

- > Initiating an Application/Task
- > Using System Messages
- > Understanding your Tasks
- > Managing your awarded grant

Quick Search

- To view existing applications/tasks.
- To initiate amendments.



Tip: This option will also list and provide access to prior fiscal year CNAP applications.

MEGS+ Home Page

My Applications/Tasks

✓ My Applications/Tasks

You have **1** new applications/tasks.

You have **0** applications/tasks that are critical.

Select the **Open Applications/Tasks** button below to view your active tasks.

OPEN APPLICATIONS/TASKS


✓ My Applications/Tasks

Sort my applications/tasks by:

Document Type	Agency	Identifier	Description	Current Status	Date Received	Date Due
CNP: Child And Adult Care Food Program - Centers	Michigan Child Care Centers, Inc.	CACFP-2012-Michigan Child Care Centers, Inc.-56000		In Progress	7/29/2011	7/31/2012

- Applications for which the user has access.
- Current status requiring applicant agency action.

MEGS+ Application Menu

 **My Applications/Tasks**

Sort my applications/tasks by:

Document Type	Agency	Identifier	D
CNP: Child And Adult Care Food Program - Centers	Michigan Child Care Centers, Inc.	CACFP-2012-Michigan Child Care Centers, Inc.-56000	


- Click on the Application Identifier to take you to the Application Menu.

Michigan.gov MEGS+ Home Contact MDE MDE Home

Home Quick Search

Administration Agencies Profile Welcome, Susan Foster: Logout


GLOBAL ERRORS SHOW HELP


 Back

CNP: Child And Adult Care Food Program - Centers - 2012 Application Menu


Please select from an option below. For detailed instruction about each option, select the **SHOW HELP** button.

Application Menu: [CACFP-2012-Michigan Child Care Centers, Inc.-56000](#)


 Details

 View / Edit


Select the **View/Edit** button below to view, edit, and complete the application/task.

 Change Status


Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

 View Management Tools

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

 Examine Related Items

Select the **View Related Items** button below to view see related items such as reports, messages, etc.

 Top of the Page

MEGS+ Application Menu

Michigan.gov MEGS+ Home | Contact MDE | MDE Home

Home Quick Search

Administration | Agencies | Profile | Welcome, Susan Foster: Logout

GLOBAL ERRORS | SHOW HELP

Back

CNP: Child And Adult Care Food Program - Centers - 2012 Application Menu

Please select from an option below. For detailed instruction about each option, select the **SHOW HELP** button.

Application Menu: [CACFP-2012-Michigan Child Care Centers, Inc.-56000](#)

[Details](#)

View / Edit

Select the **View/Edit** button below to view, edit, and complete the application/task.

VIEW/EDIT

Change Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

VIEW STATUS OPTIONS

View Management Tools

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

VIEW MANAGEMENT TOOLS

Examine Related Items

Select the **View Related Items** button below to view see related items such as reports, messages, etc.

VIEW RELATED ITEMS

Top of the Page

Michigan.gov MEGS+ Home | Contact MDE | MDE Home

Home Quick Search

Administration | Agencies | Profile | Welcome, Susan Foster: Logout

GLOBAL ERRORS

Back

CNP: Child And Adult Care Food Program - Centers - 2012 View/Edit

Please complete all required forms below.

Application Menu: [CACFP-2012-Michigan Child Care Centers, Inc.-56000](#)

[Details](#)

Forms

Status	Page Name	Created By	Last Modified By
Application Agreement Materials (Read this first)			
	General Instructions		
	Permanent Agreement		
	Policy Statement		
SPONSOR / SITE INFORMATION (Complete or Update and "Save" the following forms)			
	Sponsor Information	Susan Foster	7/29/2011 2:48:19 PM
	Site Listing		
Program Forms Depending on the application status, all pages should be completed before an application could submit			
	Management Plan - Meal Service Times (7)		
	Pre-audit Compliance Review	Susan Foster	7/29/2011 2:48:36 PM
	Policy Statement Data		
	Food Service Management Procurement	Susan Foster	7/29/2011 2:48:36 PM
	Management Plan - Sponsored Sites That Are Not Part Of Your Organization	Susan Foster	7/29/2011 2:48:36 PM
	Management Plan - CACFP Monthly Budget		
	Management Plan - Public Funds Received	Susan Foster	7/29/2011 2:48:36 PM
	Management Plan - Program Accountability (Sponsor of Centers)	Susan Foster	7/29/2011 2:48:36 PM
	Management Plan - Monitoring	Susan Foster	7/29/2011 2:48:36 PM
	Management Plan - Outside Employment Policy	Susan Foster	7/29/2011 2:48:36 PM
Attachments			
	Documentation to support Administrative Costs		
	Documentation to support Direct Labor Costs		
	Documentation to support Food Costs		
	Documentation to support Non-food Costs		
	Most Recent Audit or Balance Sheet & Income Statement (For each site)		
Admin Options			
	Site Inactivity List		

Top of the Page

- Click on View/Edit to view/edit the Forms Menu.

MEGS+ Forms Menu

Michigan.gov MEGS+ Home Contact MDE MDE Home

Home Quick Search

Administration | Agencies | Profile | Welcome, Susan Foster: Logout

GLOBAL SERVICES

Back

CNP: Child And Adult Care Food Program - Centers - 2012
View/Edit

Please complete all required forms below.

Application Menu: [CACFP-2012-Michigan Child Care Centers, Inc.-56000](#)

Details

Forms

Status	Page Name	Created By	Last Modified By
	Application Agreement Materials (Read this first)		
	General Instructions		
	Permanent Agreement		
	Policy Statement		
	SPONSOR / SITE INFORMATION (Complete or Update and "Save" the following forms)		
	Sponsor Information	Susan Foster	7/29/2011 2:48:19 PM
	Site Listing		
	Program Forms Depending on the application status, all pages should be completed before an application could submit.		
	Management Plan - Meal Service Times (7)		
	Preschool Compliance Review	Susan Foster	7/29/2011 2:48:36 PM
	Policy Statement Data		
	Food Service Management Procurement	Susan Foster	7/29/2011 2:48:36 PM
	Management Plan - Sponsored Sites That Are Not Part Of Your Organization	Susan Foster	7/29/2011 2:48:36 PM
	Management Plan - CACFP Monthly Budget		
	Management Plan - Public Funds Received	Susan Foster	7/29/2011 2:48:36 PM
	Management Plan - Program Accountability (Sponsor of Centers)	Susan Foster	7/29/2011 2:48:36 PM
	Management Plan - Monitoring	Susan Foster	7/29/2011 2:48:36 PM
	Management Plan - Outside Employment Policy	Susan Foster	7/29/2011 2:48:36 PM
	Attachments		
	Documentation to support Administrative Costs		
	Documentation to support Direct Labor Costs		
	Documentation to support Food Costs		
	Documentation to support Non-food Costs		
	Most Recent Audit, or Balance Sheet & Income Statement (For each site)		
	Admin Options		
	Site Inactivity List		

Top of the Page

- Read the Application Agreement Materials.
- Complete the Sponsor and Site Information (Site Information - next slide).
- Complete Program Forms.
 - Note: Your screen may differ from version on left.
- Upload Required Attachments.
 - Note: Your screen may differ from version on left.
- Inactivity List can be run by clicking the link below Administrative Options.
- Return to Application Menu to submit the application using the 'Change Status' option.

MEGS+ Site Listing Page

Michigan.gov MEGS+ Home Contact MDE MDE Home

Home Quick Search

Administration Agencies Profile Welcome, Susan Foster: Logout

SAVE SHOW HELP

Back

Site Listing

Instructions:

- To add a site, simply click the for the site. Click **Add Site**, and
- To search the site grid, simply to match your search criteria.

For more detailed instructions, see

Add a Site

☐ Add a Site

License Number:

OR

5-Digit District Code:

5-Digit Building Code:

OR

Check here if this site does **NOT** have a Site Number: ☐

ADD SITE

Search Site Name / Agreement Number:

Agency Name	Agreement Number	Active	Delete Site	Effective Month	A	B	C	D	E	F	G	H	I	J	K	L	M	Last Update	Last Update By
Michigan Child Care Centers, Inc.	090311067	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OCT														7/29/2011 2:48:28 PM	Foster, Susan
Michigan Child Care Centers, Inc. - James Savage	560275406	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OCT														7/29/2011 2:48:27 PM	Foster, Susan
Michigan Child Care Centers, Inc.	560264237	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OCT														7/29/2011 2:48:26 PM	Foster, Susan
Michigan Child Care Centers Inc	730021530	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OCT		X	X											7/29/2011 2:48:25 PM	Foster, Susan
Michigan Child Care Center Inc	730016797	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OCT		X	X											7/29/2011 2:48:24 PM	Foster, Susan
Michigan Child Care Centers Inc	730017548	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OCT		X	X											7/29/2011 2:48:23 PM	Foster, Susan
Michigan Child Care Centers Inc	730022488	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OCT		X												7/29/2011 2:48:21 PM	Foster, Susan

1

Top of the Page

To Add a Site

- Enter License Number and click 'Add a Site'.
- Or, enter District Code and Building Code and click 'Add a Site'.
- Site is added to the site listing below.
- Click on the site name to complete the site information page.
- To inactivate a site, uncheck the 'Active' checkbox on the site grid and click 'Save'.

MEGS+ Submit an Application

Modify Application and Amend Application

The screenshot displays the MEGS+ web application interface. At the top, there is a navigation bar with links for Michigan.gov, MEGS+ Home, Contact MDE, and MDE Home. Below this is a secondary navigation bar with links for Home, Quick Search, Administration, Agencies, Profile, and a welcome message for Susan Foster with a Logout link. A GLOBAL ERROR! button and a SHOW HELP button are also present. The main content area is titled 'CNP: Child And Adult Care Food Program - Centers - 2012 Application Menu'. It includes a 'Back' link, a 'Details' link, and a 'View / Edit' section with a 'VIEW / EDIT' button. The 'Change Status' section is highlighted, showing a 'VIEW STATUS OPTIONS' button. Below this, the 'View Management' section is visible, featuring a 'VIEW MANAGEMENT TOOL' button. The 'Examine Related Items' section is also present, with a 'VIEW RELATED ITEM' button. A 'Top of the Page' link is at the bottom left.

Michigan.gov | MEGS+ Home | Contact MDE | MDE Home

Home Quick Search

Administration | Agencies | Profile | Welcome, Susan Foster: Logout

GLOBAL ERROR! SHOW HELP

Back

CNP: Child And Adult Care Food Program - Centers - 2012 Application Menu

Please select from an option below. For detailed instruction about each option, select the **SHOW HELP** button.

Application Menu: [CACFP-2012-Michigan Child Care Centers, Inc.-56000](#)

Details

View / Edit

Select the **View/Edit** button below to view, edit, and complete the application/task.

VIEW / EDIT

Change Status

Select the **View Status Options** button below

VIEW STATUS OPTIONS

View Management

Select the **View Management Tools** button below to view history.

VIEW MANAGEMENT TOOL

Examine Related Items

Select the **View Related Items** button below to view see related items such as reports, messages, etc.

VIEW RELATED ITEM

Top of the Page

- Go to the Application Menu.
- Go to 'Change Status' section of the application menu and click 'View Status Options'.
- Click on the status option you want to set for your application.
- To modify an application that was returned for modification, set the status to 'Modification in Progress'.
- To amend an "Approved and Certified" application, set the status to 'Amendment in Progress'.



MDE Contacts

- For program specific questions or questions related to the application, contact the CACFP office at (517) 373-7391.
- For MEGS+ login and security access issues, contact Ruby Zavala at (517) 373-0420.

